



**Forest Lake**  
EDUCATION CENTER

**2025-2026**  
**Handbook**



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## FOREST LAKE EDUCATION CENTER HANDBOOK

Forest Lake Education Center (FLEC), founded in 1927, is a private, nonprofit pre-kindergarten through eighth grade Christian school. It is sponsored and supported by the Florida Conference of Seventh-day Adventists as well as by six local Seventh-day Adventist churches. FLEC supports the beliefs, standards, and ideals of the Seventh-day Adventist Church.

This handbook outlines FLEC's policies, programs, regulations, and requirements. The school board and administration reserve the right to update policies and/or requirements during the school year without notice.

## ACCREDITATION

Forest Lake Education Center (FLEC) is jointly accredited by the General Conference Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA), and the Middle States Association of Colleges and Schools (MSA (Middle States Association)), in affiliation with the National Council for Private School Accreditation (NCPSA). In addition, FLEC is accredited by the Florida Conference of Seventh-day Adventists, an approved accrediting association of the Florida Association of Academic Non-public Schools (FAANS). FAANS is an affiliate member of the Council for American Private Education (CAPE) and is recognized by the state of Florida.

## VISION

Our vision seeks to create responsible citizens and life-long learners who love God, respect others, and are stewards of their environment.

## MISSION

Our mission is to provide an Adventist education that promotes academic excellence and nurtures a love of God and service to others. We will fulfill our mission by focusing on:

- Presenting the teachings of the Bible in a manner that nurtures a relationship with Jesus Christ as a personal Savior and friend.
- Promoting Adventist Christian values in a well-rounded education program of excellence that encourages community service and citizenship.



- Implementing best and innovative education practices and technology to maximize each student's learning experience.
- Teaching students to be thinkers and not mere reflectors of others' thoughts.
- Encouraging a healthy lifestyle of mind, body, and spirit.
- Nurturing learning in an environment that is safe, supportive, and collaborative.

## DIVERSITY MISSION STATEMENT

At FLEC, we believe that every individual is created in the image of God and deserves to be valued and treated with love, respect, and dignity. We are committed to embracing diversity in an inclusive, Christian environment. With unity in Christ as our guiding principle, we aim to prepare and nurture hearts to show the love of God in all communities in a diverse world.

## GENERAL INFORMATION (PRE-K TO GRADE 8)

### SCHOOL HOURS

School hours are:

Monday-Thursday 8:00 am-3:20 pm; Lobby is closed 3:00 pm – 3:20 pm

Friday 8:00 am-12:00 pm; Lobby is closed 11:40 am - 12:00 pm

### OFFICE HOURS

Individuals who wish to make an appointment with the Principal, Vice-Principals, or Business Manager are urged to call during regular office hours, 7:50 am – 4:00 pm Monday through Thursday, and 7:50 am – 2:00 pm on Friday.

### HOLIDAY AND SUMMER OFFICE HOURS

Holiday and summer office hours will be posted on the FLEC website.



## VIDEO SURVEILLANCE

FLEC property is under 24-hour surveillance, monitored by school personnel to ensure the safety of students, faculty, staff, and families. Except for classrooms and bathrooms, the school reserves the right to conduct video surveillance on all areas, including parking lots. Please be aware that your activities may be recorded. These recordings are property of the school and generally will not be shared with parents or students, unless required by law or at the school's discretion. Tampering with or interfering with surveillance equipment or recordings will result in disciplinary action, up to and including expulsion.

## FLEC FLYER

The FLEC Flyer is emailed at the end of each week. This newsletter includes announcements of upcoming activities and events. Parents are urged to read the Flyer weekly. This is one way in which we update our school calendar and share important school information.

## SCHOOL LUNCH

The FLEC cafeteria provides vegetarian lunches for all students. All school lunches are peanut and nut free.

## SCHOOL DELAYS OR CLOSING

For instructions about school delays and closings, staff, parents, and students should check email, text alerts, and official school social media pages.

## CONTACTING A STUDENT

If an emergency occurs that requires immediate contact with a student, please contact the front office and a message will be delivered to the student. Cell phone usage by students is prohibited during school hours.



# ADMISSIONS

## ADMISSION AND ENROLLMENT AGREEMENT

Parents and students seeking admission agree to support, both in person and online, the school's principles, programs, and personnel and to act in harmony with the standards, requirements, and philosophy of the school. This agreement is signed at the end of the financial section of the student application/re-application. The agreement continues for students and their families from that time of acceptance until the student graduates or is no longer enrolled. The Admissions Committee reserves the right to refuse admittance and continued enrollment to any student who does not exhibit behavior in harmony with the school's principles or to any student whose parents do not support, both in person and online, the school's principles, programs, and personnel and to act in harmony with the standards, requirements, and philosophy of the school.

All new students at Forest Lake Education Center are accepted under probationary status for the first nine weeks of the school year. Any disciplinary issues or unforeseen academic issues in the first nine weeks may be cause for dismissal from school. At the time of admission, parents are expected to disclose all relevant information as part of the application process. Failure to disclose may result in a student being asked to withdraw or expulsion.

## NON-DISCRIMINATION POLICY

FLEC admits students of any race, color, ethnic background, country of origin, or gender with all the rights, privileges, programs, and activities generally made available to students and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in administration of education policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs.

## APPLICATION PROCEDURES

New and returning students must complete and return all documents as required by the application process. Student applications can be found on the FLEC website (<http://myflec.com>). Registration forms must be completed, and an application fee paid to be considered for admission. Please note that returning student's previous accounts must be paid in full or appropriate arrangements completed before acceptance is finalized.



## ADMISSIONS COMMITTEE

The Admissions Committee will determine acceptance and reserves the right to refuse admission based upon:

- Failure of parents and/or students to support FLEC's Mission, Philosophy, Goals, and Parent/Student Agreement.
- Behavioral record.
- Academic record.
- Attendance record.
- Unique abilities that exceed FLEC's services and staffing.
- Outstanding school account with FLEC or previous school. Financial clearance and approval are necessary.

The Admissions Committee is comprised of school administration, the ESS (EDUCATIONAL SUPPORT SERVICES) Department, Guidance Department, and the Registrar.

## NEW STUDENT REGISTRATION

All new applicants must submit the following:

- A birth certificate.
- A copy of their latest report card.
- Two recommendation forms.
- An updated Florida physical form (DH3040).
- A Florida immunization form (DH680).
- If applicable, an updated Divorce/Custodial Agreement.

Applications will be processed only when all items have been submitted.

## ENTRANCE TESTING

New students will be given an admissions test that will assess general knowledge in reading, language, math, and individual age-appropriate assessments. Assessments are a required part of the registration process and must be completed to be considered for acceptance.



## PRE-KINDERGARTEN AND KINDERGARTEN SCHOOL READINESS

School readiness, a term used frequently in the pre-school and kindergarten setting, means that a child is ready to enter a formal, social educational environment. To do this, a child should have the ability to:

- Work independently.
- Have a good relationship with other children of the same age.
- Learn and participate in structured situations such as play and story reading.
- Focus and listen to one central person in the classroom.
- Learn (have the necessary social skills/ability) in a cooperative learning environment where children learn from teachers and from one another.
- Play with other children (wait their turn in line, etc.).
- Manage personal needs (Children must be completely toilet trained before admittance to the program.)

FLEC reserves the right to request a student withdraw if they are unable to meet developmentally appropriate behaviors.

## ENTRANCE AGE REQUIREMENTS

Pre-Kindergarten – Four (4) years of age before September 1 of the current school year.

Kindergarten – Five (5) years of age before September 1 of the current school year.

First grade – Six (6) years of age before September 1 of the current school year.

## WITHDRAWAL

Should a student wish to withdraw from FLEC during a school year, a parent or legal guardian must fill out a withdrawal form to be processed through the school office. For a student's records to be released, all textbooks/iPads must be returned and outstanding balances paid.

## CLASS PLACEMENT FOR RETURNING STUDENTS

Class placement decisions are a collaborative effort between teachers and the Admissions Committee. Decisions are made carefully and with the best interest of each child in mind. Because of this, parent requests for class placement will not be accepted. Should a parent have a specific request for their child to be separated from another child, or a request for siblings or relatives to be placed together, a written request can be submitted for consideration.



## TUITION

FLEC is dedicated to delivering a high-quality education in a nurturing and enriching environment. Tuition payments help fund the programs, facilities, and resources that enable our school to thrive. This section provides details on the tuition structure, payment policies, deadlines, and available financial aid options, ensuring that families are well-informed and prepared for the upcoming academic year.

## STATEMENTS

Statements are issued at the beginning of each month, with payments due by the last day of the month. Payments should be made through Smart Tuition. A \$40 late fee will be applied if the account is not paid in full by the due date. Failure to maintain a current account may lead to dismissal. If you notice any discrepancies with music or sports charges, please address them with the respective teacher before requesting an adjustment from the Business Office. Adjustments must be made within the same month. Additionally, any unpaid miscellaneous charge exceeding \$100 by the end of the month will incur a late fee.

## PREVIOUS BALANCE

All outstanding balances for the previous year's expenses at FLEC or any other Seventh-day Adventist educational institutions must be fully paid before a student can enroll for the current school year. Additionally, any delinquent accounts from a sibling who previously attended FLEC must be cleared before another family member can be admitted.

## FINANCIAL AID

The school offers tuition assistance based on financial needs. FLEC uses Tuition Management Financial Aid services to determine eligibility. Financial aid is based on the need and availability of funds. FLEC does not award scholarships based on academics, or any other abilities.

## ACCOUNT STATUS

The financially responsible party is expected to always maintain the account in good standing. Please note that scholarships do not cover the full amount of tuition and fees. Financial clearance must be obtained at the following points:

- at the beginning of each semester
- before graduation



## PAST DUE ACTION

**30 Days** – A letter will be sent to the financial sponsor(s) requesting payment, and the account will be added to an aging list that is forwarded to the Finance Committee and the Board Chairperson.

**60 Days** – A second letter will be sent to the financial sponsor(s) urging prompt action on the account. The account will be reviewed at the next Finance Committee meeting. Any decision to remove a student from school due to financial difficulties will require final approval from the Finance Committee.

## REFUNDS

The application and registration fees are non-refundable.

If a student withdraws from school, the account will be adjusted to reflect only tuition charges. Detailed accounting will be provided. The effective date for the refund calculation will be the date the student officially withdraws. Please note that registration, application, and tuition management fees are not refundable. All withdrawal requests must be submitted in writing and directed to the registrar.

## STATEMENT OF RESPONSIBILITY

Each student is accepted at FLEC with the understanding that parents or legal guardians are responsible for the legal obligations related to the student's attendance, regardless of age. These responsibilities include, but are not limited to, the following:

- Payment of the account
- Damages to property
- Liability resulting from altercations

## TRANSCRIPT OR DIPLOMA

Transcripts, cumulative records, and diplomas will not be issued unless the student's account is paid in full. If full payment is not received for withdrawn students within one year, a 1099-C will be issued for the collection of the outstanding debt.



## PARENT INFORMATION

### PARENT-TEACHER CONFERENCE

Formal parent/teacher conferences are scheduled at the end of the first and third nine-week grading periods. Parents are invited to meet with the classroom teacher(s) at both conferences.

### PARENT REQUESTED TEACHER MEETINGS

School administration encourages parents to contact their child's teacher to discuss any concerns about the student. Please contact your child's teacher to schedule a meeting during regular school business hours. In the interest of collaboration, we ask that parents meet with teachers first regarding any concerns before contacting the administration.

### STUDENT GRADES FOR PARENTS/GUARDIANS

A copy of the student's grades will be provided to the parents/guardians. When the custody of a child rests with one parent, grades will be provided to the custodial parent only, unless otherwise directed by the custodial parent in writing. Parents of students in grades 3 – 8 can access student's grades through FACTS SIS and Canvas. Contact the school registrar for assistance in creating a parent account.

### VOLUNTEERING

FLEC believes strongly that the positive power of parent, school, and community collaboration will best support students. Opportunities to meet with teachers include Open House and fall and spring parent/teacher conferences. Volunteer opportunities will be available throughout the year and will be communicated by the teacher or through [myflec.com](http://myflec.com). All event volunteers, including field trip chaperones, must be signed in and screened at the front desk. All volunteers who have ongoing student contact will be asked to complete a background check including fingerprints.



## VISITORS

Visitors are required to show a government-issued ID and receive a visitor's pass before going anywhere on campus. Students may not bring friends or school-aged relatives on campus to attend classes or activities held during school hours.

## STUDENT SERVICES

### SCHOOL GUIDANCE AND COUNSELING

This program aims to impact students through intervention and prevention services. The school counselor is available for students, parents, teachers, and administrators. Guidance Department services include counseling, consulting, testing, evaluating, and working as a liaison between FLEC and the public school system. The school counselors may be reached through the school office.

### EDUCATIONAL SUPPORT SERVICES (ESS)

FLEC assists students whose academic needs require additional strategies in the classroom or in a small group setting to be successful. The ESS program works in cooperation with the classroom teacher to strengthen the students' academic skills. Instruction will vary according to needs in reading and math.

A recommendation for assessment will be initiated by the classroom teacher if an academic need is suspected. Admittance to the ESS program is based upon need as indicated by the assessment results. When assessments indicate that a student's needs exceed the resources available at FLEC, the ESS department and the Admissions Committee will inform the parents.

### ACADEMIC COURSE ENRICHMENT (ACE)

ACE is a once-a-week pull-out program designed to support students who naturally demonstrate a high degree of general mental ability and curiosity. Students in ACE spend time in a separate classroom where they participate in learning activities that enable students to delve deeper into subjects of interest, explore new areas of knowledge, and engage in challenging material. There are no grades attached to this program. Communication from the ACE teacher will focus on what students are learning in the classroom.



## TESTING

### ENTRANCE TEST

New students are given an entrance test. This provides information about the child's current level of functioning, strengths, weaknesses, and appropriate placement.

### WRAP

The Writing Assessment Program (WrAP) is administered to students in grades 3-8, yearly. It examines the student's progress in writing content and traits.

### NWEA MAP TESTING

FLEC students in grades K-8 take the NWEA MAP tests. NWEA MAP is a short assessment test given three times a year. The test helps identify each student's relative strengths and weaknesses to meet individual students' needs. Testing results provide information that teachers and administrators can use to help evaluate students and develop future lesson plans. Test results will be shared with parents. All students should be in school during scheduled testing. Testing dates will be published in the FLEC calendar and the Flyer.

### NNAT3

All currently enrolled first-grade students will take the NNAT3 (Naglieri Nonverbal Ability Test, Third Edition) in the Spring semester. This nonverbal ability screener is used to help determine eligibility for placement in the ACE program beginning in second grade.

## MISCELLANEOUS

### LOST AND FOUND

At the end of every nine-week period, unclaimed items are taken to a local charity. Check frequently for lost items. Please label all your child's belongings to prevent loss.



## SPIRITUAL ENRICHMENT ACTIVITIES

Spiritual Enrichment activities are an integral part of FLEC's program and are selected for the spiritual value they provide for our students. All students participate in chapel every Friday, Weeks of Prayer, and other spiritual enrichment events.

## FIELD TRIPS AND SPECIAL EVENTS

Field trips are approved by the administration. Parent participation is encouraged. Siblings are not to attend field trips. All adults who attend field trips must complete a background check at the FLEC front office at least one day before and within a week of the event. Badges must be worn on the field trip to identify chaperones.

School transportation is used for most trips. Students are required to ride school transportation for field trips, unless they are riding with a parent or guardian. For FLEC's liability coverage, students are not allowed to ride with other parents or guardians unless their parent or guardian are riding in the same vehicle.

Field trip dismissals will be treated like regular school dismissals. Students will be picked up from the school after the field trip. However, students may leave directly from the field trip with someone other than their parent if the sponsor has received written communication 24 hours prior to the field trip. This may be a text or email from the parent if the phone number or email address matches the information in FLEC's SIS.

If students are not picked up from field trips or special events within 20 minutes of the event end, or arrival of the bus at school, late fees for additional supervision will be charged to the student's bill. See Financial Information Sheet.

Students should wear appropriate school attire. School policies remain in effect.

Cell phone use is not permitted on buses or during field trip/class trips. See Cell Phone and Smart Watch Policy.

## PREK FIELD TRIP POLICY

Pre-Kindergarten plans several field trips throughout the year. Families are encouraged to attend. All adults who attend field trips must complete a background check at the FLEC front office at least one day before and within a week of the event. Badges must be worn on the field trip to identify chaperones. North American Division states that PreK field trips have one adult for every 6 Pre-K children. FLEC strives for a lower ratio and at times requires a 1-to-1 ratio for student safety.



## SCHOOL SPONSORED PARTIES

Such activities must be initiated, planned, and chaperoned by school staff. Upon Administrative approval of the event, parents will be notified through regular campus channels (i.e., notices, newsletters, etc.). At these events, the students will be expected to adhere to the Standards of Conduct outlined in the student handbook.

## GRIEVANCE PROCEDURE

The common goal for Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliatory procedures based on Matthew 18 and 1 Corinthians 6 should be used for resolving the problem.

**STEP ONE.** The parent should first talk with the teacher involved and attempt to resolve the problem.

**STEP TWO.** If the problem is not resolved, the parent should ask the supervising vice principal to help resolve the problem.

**STEP THREE.** If the problem is not resolved by the supervising vice principal, the parent should ask for the school principal to help resolve the problem.

**STEP FOUR.** If the problem is not resolved at the school level, the parent contacts the school board chairperson who will try to resolve it.

**STEP FIVE.** If the problem is still not resolved, the school board chairperson will convene a meeting of either the school board's Executive Committee or the school board. The Conference Superintendent of Education will be present.

**STEP SIX.** If the problem is not resolved by the Executive Committee or school board, the parent then contacts the Conference Office of Education and provides a written explanation of the problem. The Superintendent of Education attempts to resolve the problem by meeting with the parents, teacher, principal, and the school board chairperson.

**STEP SEVEN.** If the parent is not satisfied with the preceding steps, the matter shall be referred to the Conference K – 12 administrative body. The decision of the K – 12 body shall be considered final.



## STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

The FLEC technology program provides educational services, opportunities, and learning for today and the future. With this educational opportunity also comes responsibility. By accepting FLEC's Student Handbook in the Application, the parent and student are accepting the Student Technology Acceptable Use Policy. Access and use of the internet, local area networks, computers, and related equipment is a privilege. When an individual vandalizes or misuses this privilege, the entire program is negatively impacted.

### PARENT/GUARDIAN RESPONSIBILITIES

Parents and guardians play a critical role in supporting their child's responsibility and safe use of technology. By accepting the Student Handbook and this policy, parents/guardians agree to:

- Review and discuss the AUP with their child to ensure understanding and compliance.
- Support school rules for appropriate use of technology at home and in virtual environments.
- Monitor and supervise their child's use of devices, internet access, and digital communication, particularly when school devices are used at home.
- Report any technology concerns, damage, or misconduct to school personnel in a timely manner.
- Ensure that any assigned school technology is returned in proper working condition at the end of the school year or upon withdrawal.
- Accept financial responsibility for loss or damage caused by intentional misuse or neglect of school-issued technology.
- Will not record or take pictures of staff and students without consent. Recording without consent may also violate Florida's two-party consent laws (Florida Statute § 934.03) and school policy and could result in disciplinary or legal action.

**Violations of this policy may result in restricted access to technology, disciplinary action, and/or financial liability for damages.**



## STUDENT RESPONSIBILITIES

The following policies are intended to ensure the students' proper maintenance and use of equipment:

- I will use my authorized network account (code) only for appropriate purposes. I will not intentionally seek or share information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the internet. Therefore, I will protect the privacy of others' areas by not trying to learn their password.
- I will use the FLEC internet access, Learning Management System (LMS), and any other online platform provided by FLEC, and my Florida Conference-issued accounts for education purposes only.
- I will not disrupt the learning environment of any class whether it is in a physical or virtual (on-line) setting.
- I will not bring any software or other unauthorized computer-related materials into the school setting.
- I recognize that software is protected by copyright laws; therefore, I will not make any copies of software, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend, or sell copies of software to others.
- I will follow copyright laws and give appropriate credit to sources and internet sites as needed for content. If in doubt I will ask the supervising teacher or adult for specific guidance in these matters
- I will not vandalize equipment or data. Vandalism includes any attempt to take, harm, or destroy hardware or data, either willfully or because of inappropriate behavior. This includes uploading or creating computer viruses, taking food or drink near computers, and not following all boot and shutdown procedures carefully so as not to harm the equipment.
- I will not waste or take supplies, such as printer ink, cartridges, or flash drives.
- I recognize that any activity not related to teacher-directed classroom activities are considered inappropriate use unless I have received direct permission at a particular time. I recognize that I will be expected to request permission each time.
- I will not take photos, videos, or audio recordings of another student, teacher, coach, or FLEC staff member without their express permission to do so.
- I will not access any inappropriate or unauthorized material on the internet.
- I recognize that an authorized staff member must monitor all use of technology.
- For Grades 6-8: I will abide by the FLEC iPad Agreements for the one-to-one iPad program. These documents are provided at the Parent/Student iPad meetings conducted each year.



For each major offense, the student will be sent to the office, and any damages resulting from it are the student's and/or parent's responsibility. The school will follow disciplinary guidelines for these offenses:

- Written warning
- Parent conference
- Suspension
- Suspension with possible expulsion
- Loss of technology use for one or more weeks

Upon entering FLEC for grades 6 through 8, parents and students must complete the iPad Initiative packet. This includes:

- Parent Guidelines and Agreement
- Student Expectations and Responsible iPad Use Policy
- Student iPad Use Agreement

## ACADEMIC INFORMATION

### CURRICULUM

The curriculum at FLEC reflects the philosophy and objectives of Seventh-day Adventist education. The textbooks and course materials follow the recommendations of the Office of Education for the North American Division of Seventh-day Adventists.

### INSTRUCTION

The instruction offered at FLEC in the academic areas includes Bible/religion, math, reading, language arts, science, and social studies. Other areas of study include communication skills, technology/innovation, health and safety, physical education, and fine arts. Instruction is delivered through cooperation and integration of the subjects. Learning and assessing are differentiated to meet the students' needs. Instruction may include lectures, hands-on, experiential learning, collaboration, etc.

### LIBRARY

All students have access to the library to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family.



## TEXTBOOKS

Students are expected to use their textbooks responsibly. Therefore, the student must make restitution for any damage to a textbook. Some textbooks are available electronically through the Internet. Students must safeguard their passwords and seek help when there is a problem with accessing online products.

## FINE ARTS/ELECTIVES

To provide a well-rounded learning environment for our students, FLEC offers a variety of elective and fine art classes. These classes vary by grade level but may include music, world language, art, peer tutoring, drama, innovation, and other options as instructors are available. Electives are a requirement for graduation for students in grades 6-8.

## WITHDRAWAL POLICY FROM MIDDLE SCHOOL ELECTIVES

If a student must withdraw, they must drop within the first 2 weeks of each semester. The student must obtain an Add/Drop form from the registrar. Exceptions to this must be made in writing to the appropriate teacher who, in consultation with administration, will determine if an exception should be made.

## MUSIC PROGRAM

For 5<sup>th</sup> – 8<sup>th</sup> grade electives or music please see the published fee schedule for additional music offerings beyond the required music or electives.

Grades 2-8	Suzuki Strings
Grades K-4	Classroom Music

## PHYSICAL EDUCATION

Physical Education is offered to students in grades PreK-8. Flexibility, cardiovascular fitness, and limited strength exercises are stressed. A letter grade is not given to students in grades PK-2. Rubber-soled athletic shoes are required for PE.



## MIDDLE SCHOOL ATHLETICS

FLEC offers a boys and girls Athletics Program for students in grades 6-8. There is an Athletics Fee (see financial information sheet). Team schedules are posted in the gym and on our website. Our teams play other Adventist and non-Adventist schools in our area. Student Athletes must meet the following criteria:

- Must have a C average with no Fs in core classes.
- Participate in the tryouts.
- Pay the Athletics Fee.
- A sports physical within one year of participation in the junior varsity or varsity program.
- Be supervised by a parent, adult sponsor, or coach.

If a student does not maintain passing grades at the midterm progress report or the quarter report card, they will be unable to participate until the next progress report or report card. Discipline, citizenship, and attendance may affect participation as well. There are no eligibility requirements for FLEC Intramurals or Florida Christian Soccer League unless the student is on Discipline or Academic Probation.

## INTRAMURALS

Students in grades K through 8 may participate in the FLEC intramural program for a fee. (See the financial information sheet.)

Students must pay the intramural sports fee to participate. If space is available, Intramurals may be available for non-FLEC students. Non-FLEC students must pay the one-time insurance fee before participating in their first intramural sport. Following each intramural game, students must be picked up, or they will be escorted to Aftercare. During intramurals, non-participating siblings/riders must be supervised by a parent/guardian or be checked into Aftercare.

## INTRAMURALS WITHDRAWAL POLICY

To withdraw your student from intramurals, please contact the intramural/Athletic director.



## RAINY DAY INTRAMURALS POLICY

On days when outside intramural activities are canceled due to the weather, the following procedures will take place:

- Students in the indoor intramural sport will still go to the gym unless there is a Code Black/severe weather conditions that prohibit outside movement.
- Once regular dismissal is complete, outdoor intramural sports will be supervised under the awnings in front of the gym for “Intramural Aftercare” until 4:20. There will be no Aftercare fee during this time.
- At 4:25 pm, all remaining intramural students will be taken to Aftercare. FLEC Aftercare fees apply.
- Outside games or activities may resume when the conditions allow.
- Parents will be notified via text or email by the Physical Education department when rainy-day intramurals are called.

## FLORIDA CHRISTIAN SOCCER LEAGUE

Students in grades 2-8, from FLEC and the community, may participate in the Florida Christian Soccer League.

This program is an optional activity designed to develop physical, social, and sportsmanship skills. This program is designed for recreational purposes.

- This league is played in the spring
- Teams will be organized by grade.
- Games are primarily played on Tuesdays and Thursdays.
- League fees apply (See Financial Information Sheet for an additional fee.)

At the conclusion of each game, all participants must be picked up. Non-FLEC students always require supervision.

## STUDENT HEALTH

### STUDENT ILLNESS AND ACCIDENTS

Parents should not send their child to school if the student is sick. This includes vomiting, diarrhea, persistent cough, a temperature above 100.0 F, any suspected contagious condition (COVID-19, impetigo, ringworm, chicken pox, pinkeye, flu, etc.) or not sufficiently recovered from an illness. If your child has been sick, do not send them to school until they have been free of vomiting, diarrhea, persistent cough, or fever (without use of fever reducing medications like Tylenol or Advil), and/or other symptoms are resolved.



During regular school hours, clinic staff are present daily to assist students who become ill or are injured while at school.

The student's parents may be asked to take them home or have them medically evaluated depending on the illness or accident. If we are unable to reach a parent, the individuals listed as the emergency contact on the registration form will be notified.

FLEC purchases school accident insurance coverage for each student. The cost of this insurance is included in the registration fee. The school is responsible for only the amount not covered by the parent's/student's primary insurance up to \$500. In the event of a school related injury, parents will be provided with FLEC's secondary insurance information.

## MEDICATION POLICIES

Florida law does not allow school personnel to administer medication without explicit written instructions. This includes prescription as well as nonprescription medication. The following medication procedures will allow school personnel to administer prescription and nonprescription medication:

- Specific non-prescription medications are provided through the school clinic. These may be administered in accordance with your selected parental permissions granted during application/enrollment.
- For any prescription or other non-prescription medications to be administered during school hours, Medication Authorization Forms signed by a parent and a medical provider are required. Forms may be obtained from the clinic OR at [www.myflec.com](http://www.myflec.com) => "Parents" tab => "Download Forms" tab. Forms specific to general medications, asthma, allergies/anaphylaxis, and seizures are available.
- Medication forms are valid for 1 school year and must be renewed annually.
- Medications must be brought to school in the current prescription bottle or the original manufacturer's package. The student's name and written instructions must be on the label. Medication must not be expired.
- Medications AND signed medication authorization forms must be delivered together. One will not be accepted without the other.
- Medications must be delivered by the parent directly to the clinic/front office and picked up by the parent at the end of the school year. Medications not picked up within 2 weeks at the end of the school year will be discarded.
- Medications may not be kept in the student's lunch box, locker, or on his/her person. This includes field trips, overnight trips, and after school sponsored functions. This is a violation of Florida state law. Exceptions may be considered with inhalers and EPI pens pending proper written medical authorization. If self-carry of an EPI-pen is desired and



authorized, the school still requires an additional EPI-pen box of 2 to be kept in the clinic.

- During Field trips, scheduled or consented medications will be administered to students as needed by a medically delegated staff member (i.e. teacher, administrator, or clinic personnel). On overnight field trips, parents with medical backgrounds who have been prescreened and trained by clinic personnel may also function as delegated medical personnel.
- EPI pens must be turned in with proper paperwork on the FIRST DAY OF SCHOOL. Students may face medical exclusion from attending school until they are received.

## IMMUNIZATIONS

Each student at FLEC must follow Florida state immunization requirements of schools. Students must maintain a compliant, Certified Florida State Immunization Form (DH 680) or a Florida State Exemption Form (DH 681) in their health record. Forms are obtained only from a Florida-based medical provider. No handwritten forms are permitted.

Updated immunization records must be provided for all Kindergarten and 7th grade students, as well as for any returning student with an expired temporary medical exemption. Final application/enrollment acceptance cannot be issued until compliance is met. Students may face medical exclusion from school if vaccinations fall out of compliance during the school year.

## SCHOOL ENTRY HEALTH EXAM

All new and kindergarten students must provide a School Entry Health Exam form (FL FORM 3040) upon application or enrollment in accordance with Florida State law. Page 1 must be completed and signed by a parent. Page 2 must be completed and signed by a medical provider. The exam must have been completed within 1 year of the date of enrollment (first day of school). Final application/enrollment acceptance cannot be issued if out of compliance.

Updated forms from annual physicals are appreciated, but not required, unless there has been a distinct change to the student's health condition or needs.



# STUDENT SAFETY AND SUPERVISION

## SAFETY DRILLS

Fire drills are conducted monthly. Other safety drills such as school lockdowns, tornado, and other emergencies are conducted throughout the year as well. During these times, all individuals on campus must participate. Parents will receive notification when FLEC has a Code Red drill.

## SUPERVISION

Student safety is a top priority at FLEC; therefore, students must be supervised while on campus. If a student is dropped off before 7:30 or is not picked up by 3:40, they will be taken to Morning Care or Aftercare.

## MORNINGCARE

Morning supervision is available in the gym lobby from 6:30 am to 7:30 am. All students not supervised by a parent or guardian must check in to Morning Care. See the financial information sheet for the associated fee.

## AFTERCARE PROGRAM

Aftercare is available from 3:40 until 6:00 Monday through Thursday and from 12:20-5:00 on Fridays. All students not picked up at the end of dismissal will be taken to Aftercare.

- The Aftercare program provides study time, play, instructional centers, and a snack.
- Students must check in when entering and be checked out by an authorized adult when leaving.
- Any change to the authorized pickup card must be made with the Aftercare Director.
- The Aftercare phone number is 407-862-7688 ext. 278.
- Students may use a cell phone or smartwatch to contact their parents with permission of Aftercare staff. All other uses are prohibited.
- Late pick-up fees apply. See Financial Information Sheet.

There will be Aftercare provided on early dismissal days unless otherwise announced. Aftercare is not available on days when school is not in session.



## ARRIVAL AND DISMISSAL POLICIES

### Arrival

- Students will wait in their designated outdoor area if they arrive between 7:30am and 7:50am. After 7:50am, students may proceed to their classrooms.
- Follow the signals and directions of the Crossing Guards.
- Load or unload quickly and safely by opening doors away from traffic.
- Small children should be escorted by an adult/older student and always cross the street at the crosswalk.
- Park in designated areas only. There is no parking in the fire lane.
- Do not leave your car unattended unless properly parked in a designated parking space.

### Dismissal

- Parents or those picking up students are to remain in their vehicles, and the students will be escorted to the vehicle.
- Each family is issued two (2) window cards that may be displayed from your rearview mirror. This card displays your family's dismissal identification number for the current school year and assists the school during dismissal. Please have your card displayed for all dismissals.
- Dismissal begins at 3:20 pm Monday through Thursday and at 12:00 pm on Friday. The lobby closes 20 minutes before dismissal. No students will be called from their classrooms when the lobby is closed.
- Students not picked up at the end of dismissal or school-sponsored activity will be sent to Aftercare. (See financial information sheet.)
- This is a smoke-free environment, and there should be no lit cigarettes or smoking devices on campus.
- Follow the signals and directions of the Crossing Guards.
- Load or unload quickly and safely by opening doors away from traffic.

### Rainy Day

- Light Rain: During rainy days, FLEC will first attempt to use the awnings and continue to have regular dismissals.
- Rainy Day Dismissal: If the intensity of rain makes it impossible to use the awnings, parents will be notified of a "Rainy Day Dismissal" through a Parent Text Alert. During Rainy Day Dismissals drivers must use Hang Tags (discussed later) to let the school know they are in Car Line. Once teachers are aware their student's ride is on campus, they will be escorted to the Car Line. If weather deteriorates during a typical awning dismissal, all classes will return to their classrooms or designated areas and we will transition to a Rainy Day Dismissal.



- Severe Weather: When lightning is within 2 miles, FLEC will initiate a Code Black for severe weather and a Parent Alert will be sent as a text message to parents. Students and staff will shelter in place until it is deemed safe to continue escorting students to their vehicles. This may also occur with driving rain or high winds. If a parent prefers not to wait until weather conditions improve, they may at their own discretion choose to find a parking place and pick up their student from the classroom or designated location.
- Hang Tags/Rainy Day Dismissal: Each family is issued two (2) window cards that may be displayed from the rearview mirror. This card displays each family's dismissal identification number and a specific QR code for the 2024-2025 school year and assists the school during dismissal. Please have the card displayed for all dismissals.
- QR Code Use: When there is a Rainy Day Dismissal in place, the approved pick-up person must scan the QR code on their hang tag once they are on school grounds and their car is stopped in line. After scanning the QR code, the driver will need to type in the name(s) of the child/children they will be picking up, their own name, and their hang tag number.

FLEC assumes no responsibility for students who do not go to the assigned area during drop off or dismissal to avoid being in Morning Care or Aftercare. If students are found, they will be placed in Morning Care or Aftercare and be charged. If this continues to be a problem, the parents must meet with the Administration.

## ALTERNATE DISMISSAL OPTIONS

Parents are required to provide written permission for students to bike, scooter, or walk off campus at dismissal. Any student biking is required to wear a helmet while riding on campus.

## ROLLER BLADES/SKATEBOARDS

Skateboards or in-line skates are not permitted on campus at any time.

## RELEASING A STUDENT FROM SCHOOL

A student shall be released only to the parent(s) or legal guardian who has custody of the child, or an individual who was placed by the parent/legal guardian on the official "pick-up list" for the child. If an individual other than the student's parent(s) or legal guardian requests the release of a student, the principal or designee shall obtain the parent(s) or legal guardian's



consent through a text or email from a phone number or email listed in our SIS prior to releasing the student.

## EARLY PICK-UP

Students should not be picked up early to allow them the full benefit of a day's learning. If an early pick-up cannot be avoided (doctor's appointment, etc.), please send a note with the early dismissal time and the reason to your child's teacher.

Students who need to be picked up before the regular end of the school day should use the following procedure:

- 1) Students should bring a note from their parents to be given to the teacher.
- 2) Dismissal begins at 3:20 pm Monday through Thursday and at 12:00 pm on Friday. The lobby closes 20 minutes before dismissal. No students will be called from their classrooms when the lobby is closed.
- 3) Students will report to the front office at the appropriate time. The student must be signed out by a person authorized to pick up the student.

A courtesy email from the Registrar will be sent to parents/guardians after 7 early pick-ups have been accumulated per nine weeks. When 10 early pick-ups have been accumulated per nine weeks, a fine will be added to the student's school account (see Financial Information sheet), and the parents will receive a letter from the Admissions Committee and be asked to meet with administration to discuss their student's excessive early dismissals.

## ATTENDANCE

Punctual and consistent attendance is essential for the optimal academic and social progress of our students. Administration encourages parents/guardians not to take their children out of school for vacations, medical appointments, or other reasons. Administration also encourages parents/guardians to schedule medical appointments after school or during school breaks, if possible.

Accurate and prompt reports of irregular attendance and truancy are required by law. Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.



## TARDIES

Tardy students disrupt the classroom routine for teachers and classmates. Students are expected to be in their classroom at 8:00 am. Students who are not in their classroom at 8:00 am will be considered tardy. Students arriving after 8:05 am must sign in at the front office. A courtesy email from the Registrar will be sent to parents/guardians after 7 unexcused tardies have been accumulated. When 10 unexcused tardies have been accumulated per nine weeks, a fine will be added to the student's school account (see Financial Information sheet). When 20 unexcused tardies have been accumulated per nine weeks, a letter from the Admissions Committee will be sent to the parents/guardians regarding possible dismissal or not being accepted for the following year. Excused tardies include medical appointments and illness. We understand that unexpected situations may occur, and certain situations can be excused by the Attendance Office. However, continuous problems (including traffic, car problems, etc.) will not be excused.

## ABSENCES

An excused absence is an absence due to personal illness, serious illness in the family, death in the family, and medical appointments. Students on school-sponsored trips are considered present. Parents are strongly encouraged to schedule medical appointments for their children before or after school hours or during school holidays. All other absences are unexcused. Final authority for judging the legitimacy of an absence rests with the appropriate administrator.

When 8 unexcused absences are accumulated per nine weeks, parents/guardians will receive an email from the Registrar. When 10 unexcused absences are accumulated per nine weeks, parents/guardians will receive a probation letter from the Admissions Committee to improve attendance. If unexcused absences exceed 5 after the probation letter is sent, the parents must meet with administration and the student may be asked to withdraw.

## PRE-ARRANGED ABSENCES

To request an excused absence, parents/guardians may request a Pre-arranged Absence Form online or from the Receptionist or Registrar. Parents/guardians must complete the form and return it to the Registrar at least two days prior to the scheduled absence. The Registrar will give the request to an Administrator for final approval. All absences will be considered excused or unexcused at the discretion of the Administration. For an excused absence, work may be made up with no grade penalty. Students will be given at least one day (from their return) for each day of absence to complete work.



## REPORTING ABSENCES/TARDIES

All absences and scheduled tardies must be reported to the Registrar's office no later than 8:00 am. Tardies and absences will only be excused by the Registrar's office, not the teacher. You may notify the office by either:

- 1) Sending emails to **attendance@myflec.com**. The Registrar's office will inform the teacher.
- 2) Calling the Receptionist at 407-862-7688 ext. 0
- 3) Bringing a written excuse to the Registrar's office the previous day.
- 4) School webpage, myflec.com, under Parent tab.

## UNIFORM

### GENERAL EXPECTATIONS

All FLEC students are required to wear school-approved uniforms. **All clothing and accessories must meet our Christian standards.** Uniforms must be neat, clean, appropriately sized, and worn as they were designed. Parents are expected to support the school's efforts by not allowing exceptions to the uniform policy. Any organizational clothing must be approved by administration. Administration has the final word on questions of appropriate uniforms.

### PURCHASING YOUR UNIFORMS

Logo uniform tops are to be purchased through Lands' End. PE Shirts may be purchased through the front office. Uniform bottoms **must** be purchased in the uniform section of any retail store. (Example: Target, Walmart, Kohls, etc.)

### FIELD TRIP UNIFORM REQUIREMENT

The cobalt FLEC polo shirt, or the t-shirt for fourth grade and under, is the required uniform for field trips unless otherwise specified by the teacher.



## UNIFORM REQUIREMENTS

### TOPS FOR PRE-K TO 4TH GRADE

- Short or long-sleeved T-shirts or polo shirts with FLEC logo through Lands' End or approved shirts purchased through the Advancement and Engagement department.
- Approved colors are evergreen, white, light blue, and cobalt blue.
- Any shirt worn under the approved school uniform must be a solid color, tucked in, and follow the guidelines for cold weather wear.

### TOPS FOR 5TH TO 8TH GRADE

- Short-sleeved or long-sleeved polo shirts with FLEC logo from Lands' End or approved shirts purchased through the Advancement and Engagement department are required in grades 5 through 8.
- Approved colors are evergreen, white, light blue, and cobalt blue.
- Any shirt worn under the approved school uniform must be a solid color, tucked in and follow the guidelines for cold weather wear.
- Approved grey athletic t-shirts must be worn for PE. PE shirts are to be purchased through the front office.

### BOTTOMS FOR GIRLS – ALL GRADES

- Must be purchased in the uniform section of any retail store. Example: Target, Walmart, JC Penney, Sears, Lands' End, etc.
- Approved colors are khaki and navy blue.
- All pants, shorts, or skorts must be loose-fitting and conform to the build and stature of the student.
- Skorts and shorts must be mid-thigh or longer in length.
- Approved styles include:
  - Chino-style pants and shorts
  - Skorts: Khaki or Navy Blue from the uniform section of local stores or Lands' End School Uniform Pleated Skort Top of Knee - Clear Blue Plaid (Item #458606 BP7 or Item #528165 BP7)
- No jeans, skinny jeans or any jean material
- **No cargo shorts or elastic cuffed pants**
- Shorts are not to be hemmed up or rolled

## **BOTTOMS FOR BOYS – ALL GRADES**

- **Must** be purchased in the uniform section of any retail store and meet requirements as stated below. Example: Target, Walmart, Kohls, Lands’ End, etc.
- The approved colors are khaki and navy blue.
- Pants and shorts should be loose-fitting and conform to the build and stature of the student. Pants and shorts should not be overly tight or baggy.
- Shorts must be mid-thigh or below in length.
- Approved styles include:
  - Chino-style pants and shorts
- **No cargo shorts/pants**
- Belts must be of appropriate length.
- Shorts are not to be hemmed up or rolled.

## **SHOES AND SOCKS**

- Closed toe, strapped, or closed heel shoes. (No Crocs or similar style footwear.)
- Rubber-soled athletic shoes are required for PE.
- Shoe heels or soles should not be over two inches high or have wheels.
- Socks must meet appropriate Christian standards.

## **PHYSICAL EDUCATION**

- PreK to 5 rubber-soled athletic shoes are required for PE.
- Grades 6-8 Dress requirements are quality, non-marking sneakers, a PE uniform shirt, and modest, dark shorts.

## **PK-8 COLD WEATHER OR IN-CLASSROOM JACKETS**

### **Outerwear Policy**

- When the temperature is 60 degrees Fahrenheit or higher, students are only permitted to wear official FLEC outerwear during school hours.
- When the temperature is below 60 degrees Fahrenheit, students may wear non-Lands’ End coats or winter jackets, with or without hoods, while outdoors. May only be worn outdoors.
- Blankets or pajamas are not appropriate cold weather attire.
- **Uniform Compliance**  
Students found out of uniform will receive a written infraction. Upon the third infraction, a \$25 penalty will be charged to the student’s account.



Any outerwear that is worn at FLEC must conform to the following standards:

- All Lands' End jackets with a FLEC logo are acceptable wear for school.
- All other jackets, including organization jackets, must be approved by FLEC administration.
- A plain, long-sleeved shirt may be worn underneath the approved short-sleeved uniform in the following colors: Cobalt Blue, Navy, White, Hunter Green, Gray.
- FLEC logo shirts must always be worn under approved outerwear.
- Hoodie sweatshirts/jackets are not an acceptable form of outerwear.

### **JEWELRY**

Bracelets (except medical alert), earrings, rings, necklaces, chains, or studs for the initial stage of ear piercing are not to be worn at school or at any school functions. Students who pierce their ears while school is in session will not be allowed to wear their earrings under their hair or bandages. Clear plastic studs are allowed. Students may wear up to one item on their wrist. These items include a watch, hairband, fitness tracker, or an appropriate silicone wristband. All attire, including wristbands, must be in line with FLEC standards. A teacher will collect out-of-compliance wristwear, and the student may retrieve it at the end of the day.

### **HEAD COVERING**

Head coverings including hats, caps, or bandanas are not to be worn in the classroom.

### **MAKE-UP**

Make-up must be natural shades.

### **HAIR**

Hair should be clean, well-managed, natural color, and not an extreme cut or style.

### **BLUE JEAN FRIDAYS/DRESS-DOWN DAYS**

- Clothing must be modest and appropriately fitting
- No tears or holes
- FLEC organizational shirts, Advancement and Engagement promotional shirts, Adventist church organizational shirts, etc. are allowed on Friday.

### **SPECIAL EVENTS**

Please refer to dress code information provided by teachers for special events and for Middle School banquets, overnight field trips, and graduation.



## NON-COMPLIANCE

Non-compliance with the Uniform Policy will result in disciplinary actions. If a student is not in uniform, the teacher will make the initial contact with the parents. Continued non-compliance will result in action from Administration.

## ELEMENTARY INFORMATION (PreK – 5)

### PreK-5 GRADING SCALE

PreK	Skills Checklist, Observations, and Portfolios
K-2	I Independent P Progressing NT Needs Time
3-5	A, B, C, D, F (Grading scale percentages are set by the Florida Conference and is in FACTS SIS and Canvas.)

## REPORT CARDS

The school year is divided into four nine-week periods. Report cards are given at the conclusion of the first, second, and third periods. Fourth quarter grades are mailed when finances are cleared.

## CLASS ASSIGNMENTS

Assignments are due at the beginning of the next day's class period unless otherwise stated by the teacher. Late assignments may receive less than full credit unless it is due to an excused absence. Long-term projects and regularly scheduled assignments announced before the absence are due on the assigned date.

## MAKE-UP WORK (GRADES 3 – 5)

It is the student's responsibility to obtain all missed assignments and to make arrangements with the teacher(s) for make-up work and/or tests. Students will have one day for each school day missed to make up work and to take makeup tests unless other arrangements are made with the teacher.



## PROMOTION AND REMEDIATION

All student progress is reviewed yearly by the Admissions Committee and Administration. If a student is not meeting the minimum expectations for a grade, a plan will be created to promote success. This plan may include retention in the current grade for grades K-3. A double year in Pre-K is not considered a retention.

If a student exceeds grade level expectations, FLEC may choose to provide an enriched curriculum to promote student growth.

## K-5 BEHAVIORAL LEVEL INTERVENTIONS

Students in grades K-5 are becoming good classroom citizens; the behavioral interventions for these students are different from those in Middle School. Because students are learning to meet expectations, parents will be kept informed of any behavior concerns, both big and small. For minor incidents, the teacher will abide by the teacher's classroom expectations. For major incidents (hitting, lying, cheating, continued disruptive behavior, continually breaking classroom rules, etc.) the student will be sent to meet with the administration. Administration will determine what behavioral intervention needs to be implemented.

### **For students in grades PREK-5:**

1<sup>st</sup> major incident—The teacher deals with the incident according to the classroom rules. Parents are informed via behavioral sheets, email, or notes. The school administration and school counselor are informed. NOTE: In the case of a severe incident, the teacher and administration reserve the right to treat the incident as the second or third and contact parents for a meeting.

2<sup>nd</sup> major incident—The student is sent to the office. Parents are contacted. Students will be referred to the school guidance counselor.

3<sup>rd</sup> major incident—The student is sent to the office. Parents are contacted and must meet with administration. A Behavioral Intervention Plan will be written, and the student will be referred to the school's guidance counselor for help in dealing with classroom issues.



4<sup>th</sup> or more major incidences—After the fourth repeated violation of a major classroom/school expectation, the parents will again meet with administration. At this meeting, the student may be asked to withdraw from school.

## MIDDLE SCHOOL INFORMATION (GRADES 6 – 8)

### ATTENDANCE

Attendance will be taken at the beginning of the homeroom period. Attendance will also be taken at the beginning of each period. Students are expected to be in their seats at the beginning of each period. If a student is tardy 3 times to classes in one week, that student will serve a lunchtime detention.

### CLASS ASSIGNMENTS

Assignments are an extension of classroom learning and are designed to reinforce the standards students are learning. Assignments are due at the beginning of the next day's class period unless otherwise stated by the teacher. Late assignments may receive less than full credit unless it is due to an excused absence. Long-term projects and regularly scheduled assignments announced before the absence are due on the assigned date. Most assignments are made available by the teachers through Canvas. Assignments may be received and submitted through this program.

Arrangements may be made with the teacher to receive up to 70% for completed late work for all quarters. Work may be accepted until the current unit of study is completed or set by the teacher.

### ACADEMIC EXPECTATIONS

All student progress is reviewed by the Admissions Committee and Administration. FLEC sets standards of performance and achievement for each subject and grade. Students who do not meet minimum expectations may be denied acceptance the following school year.

### ABSENCES/ASSIGNMENTS AND TESTS

When your child is absent, contact the homeroom teacher to arrange for the assignments.



This policy applies to all classes.

- Students will be given full credit for excused absences. Please remember to send a signed note regarding your child's absence.
- Each student is responsible for obtaining make-up work from teachers and completing it within three days after returning to school.
- After more than a three-day absence, additional time may be allotted by the teacher.
- Long-term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date unless prior arrangements have been made with the teacher.

## MAKE-UP WORK

Students will have one day for each school day missed to make-up work and to take makeup tests unless other arrangements are made with the teacher. During absences, students may access and submit work through the CANVAS LMS. Parents may arrange with a friend to bring the work or allow the student to make up the work when he/she comes back to school.

## GRADING SCALE

Grading scale percentages are set by the Florida Conference and may be changed by them without notice. Grading is according to the following scale:

### GRADES 6 – 8

<b>A+</b>	99.5-100	<b>A</b>	93.5-99.4	<b>A-</b>	89.5-93.4
<b>B+</b>	86.5-89.4	<b>B</b>	83.5-86.4	<b>B-</b>	79.5-83.4
<b>C+</b>	76.5-79.4	<b>C</b>	73.5-76.4	<b>C-</b>	69.5-73.4
<b>D+</b>	66.5-69.4	<b>D</b>	63.5-66.4	<b>D-</b>	59.5-63.4
<b>F</b>	59.4 or Below				

## HONORS RECOGNITION

Honor rolls may be attained each quarter and are posted. Quarterly and yearly honor rolls are determined for each grade.



Grades sixth through eighth grade are recognized based on their averages from Bible, History, Literature, Math, Science, and Writing.

## HONORS RECOGNITION GRADE SCALE

High Honors	93.5 - 100
Honors	89.5 – 93.4
Honorable Mention	86.5 - 89.4

## EIGHTH GRADE GRADUATION REQUIREMENTS

Students meeting the eighth grade and Florida Conference academic requirements will receive certification of graduation. A diploma is granted to a student who has successfully passed each required core class with an average of 60% and has completed the fine arts requirement. A Certificate of Attendance will be given to those students who have not met the diploma requirements. Students may be denied the privilege of participating in graduation based on behavioral and/or academic issues.

## ACADEMIC RESPONSE TO INTERVENTION

The FLEC admissions committee reviews all enrolled students at both the mid-quarter and end-of-quarter checkpoints. This committee categorizes students into three categories to provide the best academic support for our students: Good Standing, Warning, and Probation. The goal is for students to remain or move to Good Standing.

Forest Lake Education Center provides multiple opportunities for students to show proficiency in content area standards. This proficiency is then reflected in a student's grades. Student progress during a quarter is monitored through Canvas. Quarter grades and the final cumulative yearly grade are available in FACTS SIS.

## LOCKERS

Students are assigned a locker for their books and materials. The locker is fitted with a combination lock. Students are strongly urged to keep their combinations private, and their



lockers locked at all times. Students may not place additional locks on school lockers as they will be cut off.

When students are issued a locker, they may not switch with others. Any student not adhering to the following guidelines may lose their locker privileges for the school year. Proper care and usage of school lockers is the responsibility of the students.

- Lockers are for students to store items necessary for school activities.
- No sharing lockers with fellow students or family members.
- Avoid bringing items of value to school and storing them in your locker.
- Keep lockers clean and free of trash and open food.
- No hanging pictures, drawing on, or scratching the locker.

Students who cause damage to their locker will be assessed a \$25.00 or more fine for the damage. Periodic locker checks will take place to ensure proper care of the student lockers.

As school property, FLEC reserves the right to inspect lockers at any time. FLEC assumes no responsibility for damage to, or loss of personal property left on the school grounds, including lockers.

## STUDENT CODE OF CONDUCT

Each student is expected to maintain respect for teachers and staff, classmates, and property. Students should treat each person as a valued and worthy member of our community and care for property in a way that does not degrade it.

Proper conduct requires moral commitment and social skills. FLEC strives to develop moral commitment and social skills through example, counsel, encouragement, and discipline. Wherever they go, our students, teachers, and parents represent Jesus Christ and FLEC. The same expectations apply regardless of the time and place. Violations of specific school/classroom rules or disregard for common courtesy are unacceptable and will be dealt with through correction and/or discipline.

## PROPERTY RIGHTS

Areas used by students to store their books and belongings are school property and may be searched by the faculty at any time. When there exists reasonable suspicion that students possess prohibited material, their belongings may be searched and/or confiscated.



## CIVIL AUTHORITY

It is important to know that should a student choose to participate in any act which is in violation of civil or criminal law, that act will be reported to the proper authorities in addition to being handled internally by the school administration.

## ACADEMIC HONESTY

Academic cheating is defined as representing someone else's work as your own. It may take many forms. Students who participate in Academic Cheating are subject to a failing grade for that assignment and further disciplinary action as appropriate for the incident.

## DISRESPECT

Students are expected to show respect to all teachers, staff, administrators, and their fellow classmates. Parent volunteers, visitors, or guests of FLEC shall be afforded the same respect.

## INAPPROPRIATE LANGUAGE

The use of profane, obscene, abusive, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also unacceptable.

## SKIPPING CLASS

Students must properly report for all classes and may not be absent from a class without specific and written approval.

## PUBLIC DISPLAY OF AFFECTION

All students at FLEC are encouraged to develop strong friendships with others. Being a good friend means supporting the learning environment for all. For this reason, school is not the appropriate place for any form of public display of affection (PDA).



## ROUGHHOUSING

Students are expected to follow fair rules of play with each other. Roughhousing could result in injury and must be avoided.

## FIGHTING/PHYSICAL AGGRESSION/PHYSICAL CONTACT

Fighting or striking another student is not an acceptable means of settling disputes. Physical aggression towards another student and aggressive confrontation of a student are also included under this offense. Even if there is no physical contact, the student will be referred to administration immediately.

## INAPPROPRIATE TECHNOLOGY USE

Students may use school electronic devices for legitimate academic purposes. Students are prohibited from accessing or downloading inappropriate or offensive information. Internet use at any location that results in disruption to the school setting will not be tolerated. See Technology Acceptable Use Policy.

## CELL PHONES AND SMARTWATCHES

### **Forest Lake Education Center (FLEC) Student Phone Policy & Guidelines**

To maintain a focused learning environment, FLEC will implement the YONDR system to secure student phones during the school day. All students in grades 5–8 are expected to follow this policy daily.

Students in grades PreK – 8 may bring their cell phone and smartwatch to school but they must be powered off and placed in YONDR pouch during school hours: 7:30 am - 3:40 pm Monday - Thursday, and 7:30 am - 12:20 pm on Friday. Phones must not be visible during class, in the halls, or anywhere on campus during school hours.

To maintain a focused learning environment, FLEC will implement the YONDR system to secure student phones during the school day. All students in grades 5–8 are expected to follow this policy daily.



## DAILY PROCEDURES

### Upon arrival at school:

- Students must turn their phones off or put on Airplane Mode. Air pods/earbuds and smartwatches must also go into the pouch.
- Place the phone inside their assigned YONDR Pouch and students MUST lock their pouch.
- Store the locked pouch in their backpack or locker until dismissal.

### During the School Day:

- Keep the phone inside the locked YONDR Pouch for the duration of the school day.
- If you leave campus for an appointment, unlock your pouch at the main office upon leaving and lock it upon re-entry.
- Students may not access their phone during the school day anywhere on campus unless they are leaving campus.

### At Dismissal:

- Students will unlock their pouches using school unlocking stations.
- Phones are to remain in the backpack until students are off-campus.

\*Students arriving late or leaving early will pouch/unpouch their phones in the Main Office.\*

## VIOLATIONS & CONSEQUENCES

Each of the following violations will result in the student's phone and/or pouch being confiscated by school staff and will follow the consequences shown in the chart below.

1. If your phone is visible at all during the day (you are found using your phone, a phone is not in a YONDR Pouch, etc.)
2. Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex. Inappropriate markings, holes, bent pin, stripped lock, etc.)
3. Losing the pouch.
4. Damaging or taking someone else's pouch.

### Consequences

1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>• Confiscation of the device to be returned at the end of the school day.</li> <li>• Student will be written-up</li> <li>• Possible lunch detention</li> </ul>
2 <sup>nd</sup> Offense	<ul style="list-style-type: none"> <li>• Parent pick-up of phone</li> <li>• Student will be written-up</li> <li>• Lunch Detention</li> <li>• One demerit assigned</li> <li>• \$30 Fine</li> </ul>
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>• Parent Pick-up of Phone</li> <li>• Student will be written-up</li> <li>• Lunch Detention</li> <li>• Demerits assigned</li> <li>• \$30 Fine</li> </ul>
4 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>• After-school Detention</li> <li>• Student will be written-up</li> <li>• Demerits assigned</li> <li>• \$30 Fine</li> </ul>
5 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>• Student will be written-up</li> <li>• Demerits assigned</li> <li>• In School Suspension</li> <li>• \$30 Fine</li> </ul>
Damaged Pouch	<ul style="list-style-type: none"> <li>• Student will be written-up</li> <li>• Possible lunch detention</li> <li>• May be required to pay for replacement pouch</li> </ul>
Lost Pouch	<ul style="list-style-type: none"> <li>• Student will turn in phone daily to Main Office and pick up after school until given a replacement pouch.</li> <li>• Student will be responsible for paying the \$30 replacement fee.</li> <li>• If a student consistently forgets their pouch 3 times, it is considered lost.</li> </ul>

After repeated misuse, a parent meeting will be required and phone privileges may be revoked for the remainder of the semester.

Examples of pouch damage:

- Bent pin
- Ripped fabric
- Deep scratches or intentional markings
- Malfunctioning magnetic seal due to tampering



Repeated Offenses may result in a parent conference and the student no longer being allowed to bring a phone to school.

### Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected, and Admin will communicate with the Parent to remind them of the policy.** The phone will be returned to the student at dismissal.

If a student consistently forgets their pouch, it is considered **Lost. Refer to the Lost Pouch policy above.**

### STUDENT RESPONSIBILITY

Students are responsible for:

- Bringing their YONDR pouch every day.
- Keeping the pouch in good condition.
- Following FLEC YONDR policy

### DEFACING & THEFT OF PROPERTY

Students must respect the FLEC campus and the property of others. Any student who defaces, destroys, or steals the property of others will be held financially responsible for reparations in addition to the established consequences.



## POSSESSION OF CONTROLLED SUBSTANCES

Possession or use of alcohol, or the possession or use of illegal or unauthorized drugs and medications, on campus or at school functions, is considered an extremely serious violation. This includes the sharing of medications with others. These cases will be taken immediately to the Administration for review.

## WEAPONS AND INCENDIARY DEVICES

Any weapon or device that may cause harm or injury to property or another person will not be permitted on campus. Students who bring items, such as firecrackers, lighters, matches, knives, firearms, or any other weapons, will be dealt with immediately by the Administration.

## BULLYING AND HARASSMENT

FLEC promotes an emotionally safe learning environment for our students. The use of language or actions that are culturally insensitive, derogatory, obscene, or suggestive whether spoken, written, or gestured is unacceptable. The possession of materials containing such language or display actions representing inappropriate acts is also unacceptable and will be addressed.

Bullying is an intentional, ongoing behavior that hurts, harms, or humiliates a student, either physically or emotionally, and can happen while at school or online.

Harassment means any threatening, insulting, or dehumanizing gesture against a student, school employee, or volunteer.

Bullying and harassment include cyber stalking by use of words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose, as defined by Florida Statute 784.048 (1)(d).

There are 4 elements that must be present in bullying and harassment:

- The action of the bully is to hurt or humiliate the victim.
- There is a difference in power between the bully and the victim, whether that power difference is height, weight, athletic ability, socioeconomic status, etc.
- The act of hurting and humiliation, on the part of the bully, is repeated.
- The victim has told the individual(s) to stop the specific behavior and the behavior is continued by the person(s).

## SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct creates an intimidating, hostile, or offensive school environment. Sexual harassment may include but is not limited to the following:

- Verbal, graphic, and written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome or inappropriate touching.

## RACIAL HARASSMENT

Racial harassment is verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility toward any student based on race. Racial harassment may include but is not limited to the following:

- Epithets (name-calling) and slurs.
- Negative stereotyping.
- Threatening, intimidating, or hostile acts.
- Written or graphic material that shows hostility or aversion toward an individual or group.

## REPORTING PROCEDURES

All conduct believed or perceived to constitute harassment or bullying must be reported to the teacher, adult in charge, or administration. The staff member will investigate the complaint and if deemed necessary immediately refer that student to administration to investigate the complaint further. Administrators, teachers, and staff will do everything possible to make sure those reporting such behavior will not suffer any retaliation or recrimination.

## BEHAVIOR/DISCIPLINE POLICY

By registering at FLEC, the student and parent/guardian agree to comply with the rules and regulations as published by the school. All regulations, whether published in the handbook, adopted by the faculty, or announced to the student body, have the same weight of



enforcement. These regulations will remain in force throughout the school year; both on campus and during off-campus events.

FLEC supports a discipline policy that reflects Biblical principles. Emphasis is placed upon encouraging students to make wise choices and be responsible for the consequences of their actions. We are preparing our young people to face spiritual, social, and academic challenges with Christian dignity and integrity. In this endeavor, the school can succeed only with the help and support of parents and a nurturing, caring community.

In addition to the guidelines in the General Code of Conduct, the following apply to middle school students.

## GENERAL GUIDELINES

### Consequences of Actions

#### Accumulation of 1 – 2 Demerit Points

- 1 lunch detention.
- FACTS SIS report sent home.
- Conference with student and warning.

#### Accumulation of 3 Demerit Points

- 1 lunch detention and/or after school detention and/or ISS
- FACTS SIS report sent home.
- Conference with student and parent.

#### Accumulation of 4 Demerit Points

- Possible ISS or after school detention
- FACTS SIS report sent home.
- Conference with student and parent.

#### Accumulation of 5 Demerit Points

- In-school suspension (ISS), number of days to be determined by Administration.
- FACTS SIS report sent home.
- Conference with student and parents.

#### Accumulation of 6 Demerit Points

- In-school suspension (ISS), number of days to be determined by Administration.
- FACTS SIS report sent home.
- Conference with student and parents.
- Possible loss of field trips, overnight class trip, Outdoor Education (Grade 6) or Banquet (Grade 8) at the discretion of Administration.



#### Accumulation of 7 Demerit Points

Out of school suspension (OSS), number of days to be determined by Administration.  
FACTS SIS report sent home.  
Conference with student and parents  
Possible loss of school club membership, school sports team, and/or school traveling group

#### Accumulation of 8 Demerit Points

Out of school suspension (OSS), number of days to be determined by Administration.  
FACTS SIS report sent home.  
Conference with student and parents.  
Additional loss of field trips, overnight class trip, Outdoor Education (Grade 6) or Banquet (Grade 8) at the discretion of Administration.  
Review for possible denial of acceptance for the next school year.

#### Accumulation of 9 – 12 Demerit Points of More

Out of school suspension (OSS), number of days to be determined by Administration.  
Conference required with student and parents to determine status at FLEC, including but not limited to:

- 10 Demerit Points: Loss of the privilege to participate in Graduation services.
- 11 Demerit Points: Review for possible denial of acceptance for the next school year.
- 12 Demerit Points: Review for possible immediate withdrawal from FLEC or expulsion.

Please note: FLEC Administration holds the right to give an immediate ISS or OSS to a student when it is deemed necessary. The student does not have to accumulate all the demerits necessary for a one-time serious event. Students may lose school club membership, sports team participation, and/or traveling school group participation over a serious event. Students suspended for disciplinary action must complete all class assignments as arranged with the teachers.

## LUNCH DETENTION

Lunch detention is a disciplinary action in place to remind students of their responsibilities as developing citizens and to prompt them to remember the importance of proper behavior and decorum. Lunch Detention is assigned to students who have not responded to a teacher's redirection or for the breaking of classroom rules. It is also assigned for gum chewing, dress code violations, and public displays of affection. When a student is assigned a Lunch Detention, a Disciplinary Referral will be sent home and the parent will be informed.



These are quiet times for reflection, no talking or schoolwork is permitted. Each student will complete a Reflection Sheet and turn it in at the end of the Lunch Detention. The student must report immediately to the designated room for this appointment, and his/her lunch will be delivered if it has been ordered or brought with them if it is a sack lunch.

When a student has received 3 Lunch Detentions, the student will be assigned a demerit and have a conference with Administration.

If students are tardy or absent from this appointment, they will receive an automatic demerit and must serve the Lunch Detention on the following day. If students have an appointment that takes them away from the assigned Lunch Detention, they must make prior arrangements either through a parent/teacher note or in person.

## AFTER SCHOOL DETENTION

After School Detention may be assigned prior to a student receiving an In-School Suspension (ISS). This may happen due to the total number of demerits earned or at the discretions of administration.

## IN SCHOOL SUSPENSION (ISS)

In In-school suspension is assigned to students who have not changed behaviors that have resulted in their serving Lunch Detentions or have received a Behavioral Referral for more significant behaviors. Parents or guardians will be informed by a Behavioral Referral and by phone requesting a meeting with Administration. The number of days in ISS will be determined by the Administration. Students will complete a Reflection Sheet and turn it in at the end of the ISS.

Schoolwork will be provided for the student to complete during the ISS time. If the schoolwork is not completed, the student is to complete the work as additional homework. Prior to returning to class, a student must discuss the reflection sheet and be signed off by an Administrator.

## OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspension is assigned to student who have not responded to previous disciplines therefore accumulating enough demerits to warrant this level or for students who have received a Behavioral Referral for significant inappropriate behaviors, such as, repeated



bullying or stealing. Parents or guardians will be informed by Behavioral Referral and by phone. The number of days in OSS will be determined by the Administration.

The student can obtain assignments at the front desk or through CANVAS. All work will be due upon return to school. Prior to returning to class, a student must meet with an administrator or school counselor.

## EXPULSION

Chronic or serious misbehavior may result in expulsion. When the student records indicate no significant progress in a student's behavior or attitude, the last resort will be expulsion. The final authority to expel is the responsibility of the school board.

## BEHAVIORAL REFERRALS AND DEMERIT POINTS

Behavioral referrals are intended to document and to correct inappropriate behaviors that affect the school community. Demerit points are often assigned to the behaviors. The number and level of demerit points are assigned by the FLEC administration and/or the teachers in consultation with the administration. The Demerit Points range is listed below. Multiple factors are used in deciding the number of points that are assigned for each behavior.

The following chart is intended to provide guidance on common behavior infractions and the typical range of demerits that may apply. Final demerit assignment and disciplinary actions are at the discretion of administration, based on the context, frequency, and severity of the behavior. The administration reserves the right to add any other unlisted infractions that may arise.

While the chart offers general guidance, FLEC administration can modify disciplinary responses based on a full review of the incident, student history, and other relevant circumstances.

Repeated minor offenses may result in elevated consequences. See changes below:

Level	Description	Examples of Infractions	Demerit Range	Possible Additional Actions
Level 1	Minor infractions that disrupt learning or disregard basic expectations. Typically, first-time or low-impact behaviors.	- Unprepared for class - Minor dress code violations – Unsafe/Disruptive classroom or campus behavior -Food/gum in class - Technology misuse (minor) – Vulgar language/Profanity -Cheating/Plagiarism -Public Displays of Affection – Violating in-class rules – Skipping Class	1–4	Teacher redirection, Parent notification, Loss of credit for assignment/test, Lunch Detention

<b>Level 2</b>	More disruptive or repeated behaviors, or actions that show disregard for safety, respect, or authority.	<ul style="list-style-type: none"> <li>- Disrespect toward staff or students - Repeated Level 1 behavior - Inappropriate language - Dishonesty or lying - Minor property misuse - Inappropriate social media use (non-threatening) - Possession of banned electronics</li> </ul>	3-5	Office referral, Parent notification, Parent conference, Behavior plan, Loss of privileges, Lunch Detention, Afterschool Detention, ISS
<b>Level 3</b>	Serious infractions involving safety, property, threats, or significant disruption. These may lead to suspension or further disciplinary review.	<ul style="list-style-type: none"> <li>- Bullying/harassment - Physical aggression – Stealing or receiving stolen property - Vandalism</li> <li>- Severe or repeated disrespect - Major technology misuse (hacking, bypassing filters) - Threats (verbal, written, or online) -Truancy/Off school property -Possession of or involvement with weapons or expressions of violence – Racial Harassment – Sexual Harassment/Obscene Behavior -Possession of or involvement with drugs/alcohol/tobacco or related paraphernalia</li> </ul>	4-10+	Afterschool Detention, ISS, OSS, Parent conference, Loss of privileges such as field trips, Possible exclusion from school activities/programs, may require restitution, Forfeiting of leadership positions, Possible referral to school board or counseling support, may result in expulsion